

# GRANADA SANITARY DISTRICT

## OF SAN MATEO COUNTY

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### MINUTES

### BOARD OF DIRECTORS MEETING

November 20, 2003, 7:30 p.m.

**CALL MEETING TO ORDER:** The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:39 p.m.

**ROLL CALL:** Attending Directors: President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein, and Board Member Shawn McGraw.

Attending staff: General Manager Chuck Duffy, Assistant District Administrator Delia Comito, and Legal Counsel Jonathan Wittwer. District Administrator Gina Holmes was absent due to an injury.

**PLEDGE OF ALLEGIANCE:** Board President Bill Katke led all present in the Pledge of Allegiance.

#### **GENERAL PUBLIC PARTICIPATION**

Director Woren announced that there would be several garbage dumpsters at the Portola Pump Station on Saturday, December 6<sup>th</sup> from 9:00 am to 1:00 pm, for dropping off large household appliances and other items at no charge for District residents. The special drop-off is sponsored by Seacoast Disposal and the GSD.

Director Pollard requested that two Urgency Items be placed on this agenda: (1) District comments on the County Board of Supervisors December 16, 2003 consideration of the 2003 Housing Element Revision; and (2) District comments on the LCP Update Project meeting on December 10, 2003 for Tasks 10 – 12 regarding Residential Units in Non-R Districts, both of which items she believes impact the District.

**ACTION:** Director WorenPollard moved to find that Item (1) regarding the Housing Element came to the attention of the District Board subsequent to the posting of the agenda, and that it requires action before the next regular board meeting on December 18, 2003. (Pollard/Woren) Approved 5-0.

**ACTION:** Director Woren moved to add an Urgency Item to the end of the Action Agenda to discuss the District's comments on the San Mateo County 2003 Housing Element Revision. (Woren/Pollard) Approved 5-0.

The District Board discussed adding Item (2), the Planning Commission LCP Update Project, Tasks 10 – 12 regarding residential units in non-R districts. Director Pollard's motion to add that item died for lack of a second due to the fact that the District Board was aware of this item prior to the posting of the agenda.

### **SPECIAL PRESENTATION**

#### **Presentation of Certificate of Appreciation for Outstanding Service to outgoing Board Member Laura Stein.**

Board President Katke presented a Certificate of Appreciation to outgoing Board Member Laura Stein for her four years of service and dedication to the District.

Director Stein thanked the Board, and expressed her pride in the Board's accomplishments during her tenure as a member of the board. Directors Woren, Pollard, and McGraw also thanked Director Stein for her service to the District and her contribution to the community.

President Katke reordered the agenda as follows to accommodate members of the public: Agenda Item's #5, #4, #11, and #12 will be heard in that order.

### **ACTION AGENDA**

#### **5. Consideration of GSD's potential response to LAFCO regarding the Midpeninsula Open Space District (MROSD) application for annexation of the San Mateo County Coastal Area.**

Director Woren had requested that this item be placed on the agenda to discuss the District's response to LAFCo concerning the proposed MROSD annexation application. Counsel advised that the proposed annexation could impact the District should the MROSD acquire land in the District which would otherwise create additional wastewater service demand. Acquisition of land, if preserved as open space, would benefit the District in terms of reducing wet weather overflows.

Sally Thieftoldt, MROSD Administration/HR Manager, reviewed the significant benefits of the Coastside Protection Program, which includes the purchase and preservation of environmentally sensitive land as open space.

**ACTION:** Director Pollard moved to direct staff to send a response to LAFCO supporting the annexation of the San Mateo County Coastal Area to the MROSD based on the positive impact and benefit to the Coast and to the District through minimization of sewage overflows. (Pollard/McGraw) Approved 5-0.

#### **4. Consideration of Sewer Authority Mid-Coastside Project and Budget Procedures.**

At the October 27, 2003 SAM board meeting, the SAM Board approved an agreement with Carollo Engineers for a \$140,000 wet weather flow monitoring study and report. SAM Committee members Woren and McGraw voted against the agreement, believing that SAM did not obtain proper consent from each Member Agency for the capital project as specified in the SAM Joint Powers Agreement. District Counsel provided a legal opinion in the agenda packet that agreed with this interpretation of the agreement.

Jack Foley, SAM General Manager, spoke and assured the Board that the budget procedures outlined in the SAM JPA agreement would be followed in the future. He acknowledged the District's dissatisfaction with the manner in which this project was presented and the importance of that communication, but he requested that the project not be disrupted at this stage. The Board held further discussion on how SAM capital projects should be approved in the future

**ACTION:** President Katke moved to direct the General Manager to include the SAM project presentation in the General Manager's report at the December board meeting. (Katke/McGraw) Approved 5-0.

**11. Approval of application for Class 1B Triplex Sewer Connection Permit for: Stebbins and Gehrels; APN: 047-201-040; 310 The Alameda; Parcel: 8,695 sq. ft.; structure: 4,034 sq. ft. (3 units and garages); Zoning: R-3/S-3.**

The Board held a brief discussion concerning the availability of non-contingent assessments.

**ACTION:** Director Stein moved to approve the Class 1B sewer connection permit for APN 047-201-040 at 310 The Alameda for applicants Stebbins and Gehrels. (Stein/Woren) Approved 5-0.

**12. Approval of application for Class 1B Triplex Sewer Connection Permit for: Stebbins and Gehrels; APN: 047-232-040; 406 Coronado Street; Parcel: 6,108 sq. ft.; structure: 3,969 sq. ft. (3 units and garages); Zoning: R-3/S-3.**

**ACTION:** Director McGraw moved to approve the Class 1B sewer connection permit for APN 047-232-040 at 406 Coronado for applicants Stebbins and Gehrels. (McGraw/Stein) Approved 5-0.

**1. Consideration of amendment to Granada Sanitary District Ordinance Code Section 603: Reorganization and Procedural Changes Relating to Conditions and Requirements of Permits.**

District Counsel Wittwer explained that the suggested amendment contained two significant changes. The first change generally eliminates the requirement for a chain of title for parcels close in size to the zoning requirements, but it allows Board discretion to request a chain of title if determined appropriate. The second change allows for parcels of all sizes to apply for a variance.

**ACTION:** Director Stein moved to approve the amendment to Granada Sanitary District Ordinance Code Section 603: Reorganization and Procedural Changes Relating to Conditions and Requirements of Permits as presented in the agenda packet. (Ord. No. 154) (Stein/McGraw) Approved 5-0.

**2. Consideration of approval of Assessment District Engineer's recommendation for relief of 5 ERU's of Noncontingent Assessments on: APN 047-037-520; Owner: Half Moon Bay Yacht Club.**

**ACTION:** Director Woren moved to table items #2 and #3 until the Board has an opportunity to consider amending the guidelines for assessment relief for parcels which participated in the priority capacity transfer program. (Woren/Pollard) Failed 2-3; Katke, Stein, and McGraw opposed.

**ACTION:** Director McGraw moved to approve the Assessment District Engineer's recommendation for relief of 5 ERU's of Noncontingent Assessments on: APN 047-037-520; Owner: Half Moon Bay Yacht Club, upon recordation of a document that precludes additional development which would require service beyond the remaining assessed ERU's.. (McGraw/Stein) Approved 4-1; Woren opposed.

**3. Consideration of approval of Assessment District Engineer's recommendation for relief of 2 ERU's of Noncontingent Assessments on: APN 047-038-090; Owner: Half Moon Bay Yacht Club.**

**ACTION:** Director McGraw moved to approve the Assessment District Engineer's recommendation for relief of 2 ERU's of Noncontingent Assessments on: APN 047-038-090; Owner: Half Moon Bay Yacht Club, upon recordation of a document that precludes additional development which would require service beyond the remaining assessed ERU's. (McGraw/Stein) Approved 4-1; Woren opposed.

**• Urgency Item: Comments on December 16, 2003 Consideration of 2003 Housing Element Revision by San Mateo County Board of Supervisors.**

The Board held a general discussion. Board President Katke appointed Directors Woren and Pollard to an ad hoc committee for the Housing Element Revision to work with legal counsel and decide if the District should submit a letter to and address the Board of Supervisors regarding the Housing Element Revision.,

Director Pollard indicated that the San Mateo County Board of Supervisors will hear comments on December 16, 2003 regarding the Housing Element Revision and would like to direct staff to review the negative impact on the District. The Board continued a general discussion.

**ACTION:** Director Woren moved to direct the General Manager and the District Counsel to review the impact of the proposed changes to the District, and to

send a letter to the Board of Supervisors if it is determined that the impact would be negative. Pollard seconded the motion. Director McGraw amended her previous motion to include that the Board be given the opportunity to comment on the letter to the County Board of Supervisors prior to it going out. Director Woren accepted the amendment. Director Pollard, who seconded the motion, seconded the amendment. . (Woren/Pollard) Approved 5-0.

**ACTION:**

President Katke moved to authorize Board member McGraw to attend the Board of Supervisors meeting to present the Board's position. (Katke/Woren) Approved 5-0.

President Katke asked that item #10 be held for discussion.  
Director Woren asked that item #6 be held for discussion.

## **CONSENT AGENDA**

7. **Approval of November 2003 warrants totaling \$118,580.42(Ck #1297 to #1332).**
8. **Approval of November 2003 Assessment District warrants totaling \$70,326.28 (Transfer of Contingent & Noncontingent Assessments to Fiscal Agent)**
9. **Approval of Administrative Costs Fund distribution #3 in the amount of \$11,577.**

**ACTION:** President Katke moved to approve Consent Agenda items #7, #8 and #9. (Katke/McGraw) Approved 5-0

6. **Approval of Regular Meeting minutes for October 16, 2003.**

Director Woren requested that the second sentence in item #4 be reworded to state, *"He would like to change the District Ordinance code to prohibit this relief because of this participation."*

**ACTION:** Director Woren moved to approve the Regular Meeting minutes for October 16, 2003, as amended. (Woren/McGraw) Approved 5-0.

Director Stein was excused from the meeting at this time.

10. **Approval of September 2003 Financial Statements.**

The General Manager Chuck Duffy answered several questions concerning the financial statements for the Board.

**ACTION:** President Katke moved to approve the September 2003 Financial Statements. (Katke/Woren) Approved 4-0.

## **DIRECTORS' COMMENTS AND COMMITTEE REPORTS**

13. **Sewer Authority Mid-Coastside: Directors Woren and McGraw report on October 27, 2003 meeting:**

Director McGraw reported on a presentation and field trip to the City of Pacifica Treatment Plant to study the impacts and implications of using recycled water for irrigation purposes.

14. **Report on other seminars, conferences, or committee meetings.:**

None.

## **INFORMATION CALENDAR**

15. **General Manager's Report.**

Mr. Duffy reported that the Medio Creek crossing project report was near completion and indicated that it would be on the next agenda.

16. **Administrator's Report.**

No Nothing further to report.

**17. Engineer's Report, September 2003.**  
No further report.

Nothing further to report.

**18. Attorney's Report.**

No further report.

Nothing further to report.

**FUTURE AGENDA ITEMS**

**ADJOURN**

The meeting adjourned at 10:10 p.m.

SUBMITTED BY:

APPROVED BY:

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Chuck Duffy, General Manager

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Fran Pollard, Board Secretary

Date Approved: December 18, 2003